

**UNITED STATES PROBATION OFFICE  
TRAVEL REQUEST FORM****(Submit no later than 14 days prior to requested travel)****Date:** \_\_\_\_\_**Name:** \_\_\_\_\_**Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_**Phone Number: Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_**How long have you been on supervision?** \_\_\_\_\_**Are you employed?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** **Where?** \_\_\_\_\_**Are you on schedule with your fine/restitution payment?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No****Balance on fine:** \_\_\_\_\_ **Balance on restitution:** \_\_\_\_\_**Purpose of trip:** \_\_\_\_\_ **Pleasure** \_\_\_\_\_ **Employment****Destination:** \_\_\_\_\_  
(City) (County) (State)**Departure Date:** \_\_\_\_\_ **Return Date:** \_\_\_\_\_**People traveling with you:** \_\_\_\_\_**ACCOMMODATIONS (to be verified):** **Hotel/Motel:** \_\_\_\_\_ **Relatives/Friends:** \_\_\_\_\_**Name:** \_\_\_\_\_**Address:** \_\_\_\_\_**Telephone Number: Area Code** (\_\_\_\_\_) \_\_\_\_\_**MODE OF TRANSPORTATION: Vehicle Make & Model:** \_\_\_\_\_**License Plate Number:** \_\_\_\_\_ **Vehicle Owner:** \_\_\_\_\_**Airline: Name of Airline:** \_\_\_\_\_ **Flight No:** \_\_\_\_\_**Departure Time:** \_\_\_\_\_ **Return Flight No:** \_\_\_\_\_ **Return Time:** \_\_\_\_\_**Other Transportation- Car rental/friends, etc.:** \_\_\_\_\_**I UNDERSTAND THAT THIS IS ONLY A REQUEST AND NOT A PERMIT TO TRAVEL  
AND THAT A FINAL PERMIT WILL BE ISSUED IF APPROVED.**\_\_\_\_\_  
**Signature**\_\_\_\_\_  
**Request received by USPO (Date)**

